



Glasgow City Council

Cultural and Leisure Services

Director
Bridget McConnell

Cultural and Leisure Services
Glasgow City Council
20 Trongate
Glasgow G1 5ES
Phone 0141 287 4350
Fax 0141 287 5558

Our ref: Halls/Wrd/Ltr/010352 Your ref:
10 July 2001

Mr James Kelmen
19 Caldercuilt Road
Glasgow
G20 0AE

Dear Mr Kelman

Thank you for your enquiry. I can confirm that I have provisionally booked the following accommodation:

Hall: Woodside Hall
Room(s): Large hall, public address equipment & steward
Date(s): Friday 3 August 2001
Time(s): 2.00 - 10.00 pm
Event: Public Meeting

The cost of your rental will be £149.30 + Vat and a deposit of £50.00 is required to confirm the booking. Please complete the tear off slip below and return it with your deposit (made payable to Glasgow City Council) no later than Friday 20 July 2001. Please note that all bookings are subject to the attached Rules and Regulations.

Yours sincerely

pp Nemunde Ritchie

Catherine Davidson
Venues Supervisor

Enc

If phoning or visiting please ask for Venues Letting
Direct phone 0141 287 8931 Fax 0141 287 8909

*Ref
010352*



All parties engaging any of the Council's Venues shall be held as having subscribed to the following rules and regulations.

GLASGOW CITY COUNCIL - CULTURAL AND LEISURE SERVICES

RULES AND REGULATIONS

The following Rules and Regulations shall be binding on all parties engaging one or more of the venues and Glasgow City Council have instructed the Director to see that they are strictly adhered to.

1. Glasgow City Council and the Director reserve the right to refuse to applicants the use of any of the venues.
2. The provision of all licensed services in venues controlled by Cultural And Leisure Services will be from Glasgow City Council Catering Section. On occasions where, for any reason, the Department cannot or will not provide this service, the provisions of Clause 4 will apply.
3. Except as provided for in Clause 3, the sale, directly or indirectly, of intoxicating liquor in any part of the hall buildings is prohibited except (a) with the approval of the Director and (b) where a publican or hotel keeper selected by a tenant has obtained a special licence for the occasion from the Licensing Authorities. The tenant must make written application and receive written approval from the Director before instructing the certificate holder to apply for the special licence. A bar rental shall in all cases be payable by the certificate holder, whom failing, by the tenant.
4. The outer doors shall be opened and closed in accordance with the instructions of the Director, and the stewards provided therefore by the tenant, as laid down in the relative schedule of let, shall remain at their post while the doors remain open to the public.
5. The preservation of proper order both within and without the premises shall in all cases be the responsibility of the tenant who must provide sufficient additional stewards for this purpose.
6. The Director shall arrange the staffing of cloakrooms and arrange all cloakroom charges as and when required.
7. Passages, corridors and doorways shall be kept free from obstructions and all doors kept unlocked during the period of occupancy.
8. The venues shall not be used for any purpose other than that stated in the relevant schedule of let and shall not be sub-let.
9. No room adjoining the venues shall be used for any purpose other than that for which it is set apart, unless with the consent of the Director.
10. The number of persons attending any let shall be restricted to the licensed capacity of the Hall as stated in the relative schedule of let and tickets shall not be issued in excess thereof.
11. The building or property of Glasgow City Council shall not be subjected to any abnormal risks unless specifically sanctioned by the Director and upon payment of such additional charge and observance of such special conditions as may be imposed.
12. No petrol, oil or other substance of an inflammable nature shall be allowed within any Hall building.
13. Tenant shall be responsible for any damage caused by or arising out of their occupancy to the fabric of the building or to property or furniture contained therein.
14. No nails or screws shall be driven into the structure, furniture, fixtures or fittings of any Hall.
15. No extra fittings, stage curtains, drapes, props or decorations shall be erected or brought into the Hall building without the prior approval of the Director. Before approval will be given, the tenant must guarantee that all materials is or has been rendered fire-proof.
16. No alteration or addition to the existing lighting arrangements shall be carried out, no additional power sockets installed or use made of existing power sockets and no public address system, record player, tape-recorder, cinematograph or similar equipment used without the prior consent of the Director. All authorised additional lighting equipment or power supplies shall be installed by or under the supervision of Cultural And Leisure Services electrician and an appropriate charge shall be payable for the extra current, labour and facilities.
17. The use of any kitchen or kitchen facilities shall be subject to them being left in a clean and tidy condition with all refuse removed and a charge shall be made for such use.
18. All property belonging to tenants or contractors and all plant, unused supplies and empties belonging to the caterers or tenants shall be removed immediately after the conclusion of a let unless the Director directs otherwise.
19. To enable Glasgow City Council to implement the conditions laid down in the licence from the Performing Right Society Ltd, all music performed must be listed on the special form enclosed with the contract of let except where printed programmes are issued. The completed form or one copy of the printed programme must be forwarded to the Director or handed to the Caretaker of the venue immediately after the conclusion of the let. In the case of dance music, the tenant should instruct the band leader to complete the form.
20. Glasgow City Council shall not be liable for any loss or damage to property or goods used or exhibited in the venues or left by tenants or persons attending thereat.
21. It is a condition of all lets that Glasgow City Council is freed and relieved of all responsibility for loss or damage arising directly or indirectly from an Act of God, war, strikes, riots, lockouts, trade disputes, fire, flood, floor, or similar occurrences within or without the building or any cause beyond the control of the Council or from cancelling the let under Clause 23 hereof.
22. The Director and Glasgow City Council shall have the right at their discretion, by notice in writing personally given or sent by registered post and addressed to the tenant, of cancelling a let if, in their opinion, circumstances have arisen which indicate that damage to Council property might ensue if the let were not cancelled and when Glasgow City Council exercises this right any money already paid to Glasgow City Council in respect thereof shall be refunded to the tenant.
23. The total charges due by a tenant shall be paid at least four weeks in advance and only Cultural And Leisure Services official receipt will be recognised as a discharge thereof.
24. Any tenant who cancels or postpones a let shall be liable to pay a cancellation fee amounting to (a) one-third of the total charges if (i) more than one calendar month's notice of cancellation or postponement is given in writing or (ii) the accommodation has been booked for less than one calendar month and twenty-four hours' notice of cancellation or postponement is given in writing; (b) two-thirds of the total charges if less than one calendar month's notice of cancellation or postponement is given in writing or (c) the full charges in any other case.
25. The provision of all Catering/Licensed services in City Hall and the Mitchell Theatre complex will be by Glasgow City Council's Catering Section and such provision shall be at the discretion of the Department.
26. It is a condition of all lets that hirers of venues within Glasgow City Council must not advertise their event by Flyposting. Failure to adhere to this condition of let may lead to cancellation of the booking.
27. It is a condition of all lets that, where necessary, you provide adequate stewarding as detailed on your Contract of Hire or any costs incurred by Cultural And Leisure Services for stewarding will be charged to the organiser. All stewards must be eighteen years or over and should be made available prior to your hire for instruction by the Caretaker. In the event of a fire or other emergency the stewards must obey the instructions they have been given and assist the Caretaker as required.
28. Glasgow City Council reserve the right to add to, alter or cancel any of these Regulations.
29. Smoke machines, cracked oil, naked flames and pyrotechnics must not be used in any Cultural and Leisure venues without the prior consent of the Technical and Operations Managers.
30. Smoking is not permitted in council venues.



Glasgow City Council

Cultural and Leisure Services

dep
010352

No. 200381

HEAD OFFICE: 20 TRONGATE

24 July 2001
Woodside Hall

Received from Mrs. Belman
the sum of fifty pounds

for use of above Venue on Friday 3/8 2001

WITH SUPPORT FROM
GLASGOW CITY COUNCIL'S ARTS DEVELOPMENT FUND

£ 50.00 to Kitchie

Cultural and Leisure Services, Glasgow City Council
20 Trongate, Glasgow G1 5ES

ONLY THIS OFFICIAL FORM OF RECEIPT WILL BE RECOGNISED.

VAT REG No. 653 051560

W2053/0600



Glasgow City Council

Cultural and Leisure Services

Director
Bridget McConnell

Cultural and Leisure Services
Glasgow City Council
20 Trongate
Glasgow G1 5ES
Phone 0141 287 4350
Fax 0141 287 5558

Our ref: Halls/Wrd/Ltr/C010352

Your ref:

25 July 2001

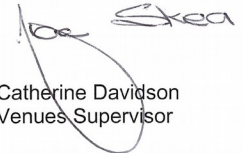
Mr James Kelman
19 Caldercuilt Road
GLASGOW
G20 0AE

Dear Mr Kelman

I have pleasure in enclosing herewith Contract of Let C010352 for a Public Meeting to be held in Woodside Hall on Friday 3 August 2001.

Please note that it is a condition of let that the Form of Acceptance be signed and returned to this office within the next 7 days.

Yours sincerely



Catherine Davidson
Venues Supervisor

Enc

If phoning or visiting please ask for Venues Section
Direct phone 0141 287 8931
Direct fax 0141 287 8909

CULTURAL AND LEISURE SERVICES**CONTRACT OF LET NO C010352**

To: **Mr James Kelmen**
19 Caldercuilt Road
GLASGOW
G20 0AE

Date: **25 July 2001**

On behalf of Glasgow City Council, I now offer you accommodation in **Woodside Hall** on the terms and conditions noted in the Schedule and subject to the Rules and Regulations (attached). **NB: In line with council policy smoking is no longer permitted in council venues.**

for Glasgow City Council

SCHEDULE

Association or Individual:		The International Bookfair of Radical Third World Books			
Accommodation:		Large Hall		Capacity:	by arrangement
Additional Services:		2 Stewards			
Additional Equipment:		Pa System			
Purpose:		Public Meeting			
Rental:		£92.80		No VAT	
Additional Charges:		£101.50		+ VAT	
Deposit Paid:		£50.00 paid 24/7/01 receipt no 200391			
Date of Let:		Friday 3 August 2001			
Duration of Let:		From:	2.00 pm	Until:	10.00 pm
Access Time:	1.30 pm	Doors Open:	by arrangement	Clear By:	10.00 pm
Entrance from:		36 GLenfarg Street			
No of Stewards to be provided by customer:		None			
Is the use of this venue restricted by licensing regulations to private functions where admission must be by ticket only and where no money may be accepted at the door?					No

The enclosed Form of Acceptance must be signed and returned within 7 days of the above date to:

Venues Letting
 Cultural and Leisure Services
 3rd Floor, 20 Trongate
 Glasgow G1 5ES



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INVOICE No. GH **12641**
 Cont. from _____
 Our Ref. **G 14476**
 Customer Order No. _____
 Contact **Jim Kelman**
 Tel. No. _____
 Account No. **AA03**
 Date & Tax Point **03.08.01**



40 Carmichael Street
 Govan, Glasgow, G51 2QU
 Tel: 0141 445 4466
 Fax: 0141 445 3636

DELIVER TO
CARRIER

INVOICE TO
<i>The International Bookfair of</i>
<i>Radical Third world Books.</i>

Despatch Date		Hire Period	1 day		from 3.8.01 to 4.8.01	
No.	ITEM	code	£	p	£	p
2	G90 loudspeakers		14	00	28	00
2	stands + Bag		1	00	2	00
1	P1200 Amp				18	00
1	B87 mic + Clip + Bag				6	00
1	TTB				1	00
1	A500 CD TAPE + ML + 4x Ph-J				10	00
1	Emx 2000 + Manual				18	00
2	E3 + Single Cases		8	00	16	00
1	Epac Amp + ML + Case				7	50
	1x 6way Beerd + 13-16A 10m					
	2x 15m NL2, 1x 10m NL2, 1x 5m NL2					
	1x XLRm-J, 2x Balanced XLR(M)-J					
	6x 10m 8412, 2x Emo DI + Cases					
	2x J-J, 2x ph-J, 2x 2m 8412					
<div> <div>* Uncoiled/unrtapecd cables on Return</div> <div>Charged at £1.50 ea + VAT</div> </div>						
<div> <div>Carriage out per</div> <div>Carriage back per</div> <div>Dell./Coll. to carrier</div> </div>						

Paid in full with thanks


Goods Received by: Sign	Print Name	Sub Total	106 50
<i>James A Kelman</i>	JAMES A. KELMAN	VAT	18 64
		TOTAL	125 18

This signature signifies acceptance of the conditions of hire overleaf, and authorisation so to do.
 Cheques payable to The Warehouse Sound Services Ltd. Terms net 30 days.
 Shortage or Damage must be notified to ourselves within 3 DAYS of delivery.
 Non Delivery within 14 days of the consigned date.

19 CALDERWILT ROAD
GLASGOW G20 0F

AUG 14/2001

Catherine Davidson
VENUES SUPERVISOR
GLASGOW CITY COUNCIL


Dear Ms Davidson,

Please find enclosed my cheque for £112.06
being the balance of the hire charge (I paid
a deposit of £50 last month).

Thank you for your help.

Yours sincerely

James A Kelman

CULTURAL AND LEISURE SERVICES	
SEEN BY	14 AUG 2001

on behalf of
The International Bookfair of Radical Black & 3rd World Books